

Vacancy Announcement

POSITION:	AECSA Oasis Club Server/Cashier/Bartender
OPENING DATE:	Wednesday, 15 November 2023
CLOSING DATE:	Wednesday, 22 November 2023
PLACE OF WORK:	American Embassy Community Services Association (AECSA) at the U.S. Embassy
WORK HOURS:	Full-time, 48 hours per week. Must be available for occasional overtime to accommodate the work demand to include after hours, weekends and holidays. One-year contract, renewable.
SALARY:	JD 337 per month (paid in JDs at the end of every month) + service charge and tips. Benefits: health insurance, savings plan, SS enrollment (or severance pay for non-Jordanians), discount on food, paid holidays.
WHO MAY APPLY:	Resumes will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. Family members of AECSA BOD members are ineligible.

Note: All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.

The American Embassy Community Services Association is a not-for-profit entity located at the U.S Embassy-Amman. The association provides goods and services to American Embassy employees to enhance the quality of their lives, and to create a supportive community that values the welfare and satisfaction of embassy employees, ultimately contributing to the overall success of the United States Embassy mission.

BASIC FUNCTION OF POSITION

The incumbent will perform food & beverage service. Major duties & responsibilities are:

- Take orders and serve customers, prepare, and serve drinks.
- Prepare dining room and stations for service, clear and clean tables, and stations.
- Handle cash, visa, on account charges and utilize Point of Sales System. Must be comfortable with computers.
- Abide by standard operating procedures and instructions of supervisors and managers.
- Maintain professionalism and presentation standards.
- Buss tables and run orders to kitchen.
- Perform all other duties assigned by the AECSA General Manager.

QUALIFICATIONS & COMPETENCIES REQUIRED

NOTE: All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Excellent customer relations skills
- Must have the ability to work independently and with others.
- Must be able to convert currencies, be comfortable handling cash and accountable for balanced register.
- Excellent command in written and spoken workplace English is required.
- Excellent interpersonal skills.
- Excellent communication skills, with the ability to effectively interact with people at all levels.
- Excellent understanding of customer service & the needs of the American Foreign Service clientele.

TO APPLY

Interested applicants should submit a cover letter and a resume to: Amman-AECSA@state.gov